

EXITING DATA INSTRUCTIONS

This is a collection of data on students who were in special education at the start of the reporting period, but were not in special education at the end of the reporting period.

Reporting Period: July 1, 2006 - June 30, 2007

DUE DATE: June 30, 2007

The U.S. Department of Education requires that states submit data on students who have exited special education, using a reporting period of July 1, 2006, through June 30, 2007.

Clarification on Who Should be Reported

A student must have been:

- in special education (had an active IEP) at the beginning of the reporting period - July 1, 2006; **AND**
- exited from the special education program sometime before the end of the reporting period - June 30, 2007.

NOTE: A student listed on the prefilled report form (list of students from the December 1, 2006, Child Count), and who has exited the special education program during the reporting period should only be reported with an exiting code if he/she had an active IEP on July 1, 2006.

Important Points - Please Read

- ◀ **Students who should be reported** are those (ages 3-21) who were in special education at the start of the reporting period (July 1, 2006), but were not in special education at the end of the reporting period (June 30, 2007).
- ◀ **A completed report form must be submitted to the OPI for each school within the school district, whether the school has students to report or not.** If a school has no students to report, check the “no students exiting special education” box at the bottom of the data entry screen.
- ◀ **The process begins with a prefilled list of students** from the December 1, 2006, Child Count for each school. A report form with the prefilled list of students for each school may be printed from the Web application (see page 17 in the *Special Education Exiting Data Instruction Manual* for instructions). The data entry screen for each school in the Web application also shows the same prefilled list.
 - **For those students who were in special education at the beginning of the reporting period, but were not in special at the end of the reporting period, and are on the prefilled list** from the December 1, 2006, Child Count, simply select an exiting code that identifies why the student exited (exiting codes and definitions start on page 5).
 - **For those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period, and are NOT on the prefilled list** from the December 1, 2006, Child Count, all Child Count data must be entered PLUS an exiting code that identifies why they exited (exiting codes and definitions start on page 5). These are students who exited prior to the December 1, 2006, Child Count.
- ◀ **If a student entered special education after July 1, 2006, and exited before the end of the reporting period** (June 30, 2007), do not count the student as exited.
- ◀ **If a school district or special education cooperative wishes to submit exiting data by paper form**, please call Anne Lowney (406-444-5661) for instructions.

Exiting Data Codes

The codes and definitions that are used to report exiting data are provided by the U.S. Department of Education. Please use the code numbers for reporting purposes.

Exiting Codes	
Code No.	
01	Returned to regular education
02	Moved, known to be continuing
04	Dropped out
15	Reached maximum age
22	Died
23	Graduated with a regular high school diploma
32	Received a certificate of completion

Exiting Code Definitions:

- 01 Returned to regular education.** These are students who were being served in special education at the start of the reporting period (July 1, 2006 - June 30, 2007), but at some point during that 12-month period returned to regular education. These students no longer have an IEP and are receiving all their educational services from a regular education program.
- 02 Moved, known to be continuing.** These are students who have moved out of the catchment area (see definition below) or otherwise transferred to another district and are KNOWN to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

CATCHMENT AREA is defined as an elementary school district AND a high school district, or a K-12 school district, that the student will move through in the normal progression of his/her education.

Examples of “Moved, known to be continuing”:

- Student has moved out of the catchment area within or outside the state and records have been requested by another school district.
- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school. (A registered home school means the home school is

registered with the county superintendent in the county where the home school is located.)

- 04** **Dropped out.** These are students who were enrolled at the start of the reporting period (July 1, 2006 – June 30, 2007), were not enrolled at the end of the reporting period, and did not exit special education through any of the other codes described. This includes dropouts, runaways, GED recipients, expelled students, students who moved and are not known to be continuing in another educational program, and status unknown.

Examples of “Dropped out”:

- Left school to take a job
- Joined the military
- Is a runaway
- Is missing/unknown
- Is a member of a Hutterite community and leaves school after the 8th grade and the family is not registered as a home school
- GED recipients (in Montana, a student cannot be enrolled in a school and take the GED)

- 15** **Reached maximum age.** These are students who have exited special education because they have reached the maximum age for receipt of special education services, including students with disabilities who reached maximum age and did not receive a diploma. These students must be at least 20 years old on the Child Count date of December 1, 2006.
- 22** **Died.** These are students who died during the reporting year (July 1, 2006, through June 30, 2007).
- 23** **Graduated with a regular high school diploma.** These are students who have exited an education program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These students met the same standards for graduation as those for students without disabilities. These students must be at least 16 years old on the Child Count date of December 1, 2006.
- 32** **Received a certificate of completion.** These are students who have exited the education program and received a certificate of completion, modified diploma or similar document.

Who Must Report Exiting Data

Every school within every school district in the state must submit a completed exiting report form. If a school has no students to report, indicate no students by checking the “no students exiting special education” box on the data entry screen and submit.

Students Who Are Not Listed On The Prefilled Forms (and fit the criteria for reporting exiting data) – Required Data

Students who were in special education at the beginning of the reporting period (July 1, 2006), but were not in special education at the end of the reporting period (June 30, 2007) and are not listed on the prefilled form, must be added to the exiting report. Data must include the same data reported for Child Count, PLUS an exiting code.

NOTE: Do not report students who have not exited the special education program.

- Initials
- Birthdate
- Gender – Male/Female
- Duplicate Override - Check this box when there is more than one student reported under the same school with the same initials, birthdate, gender, and race. Twins or triplets of the same gender may fit this criterion.
- Grade
- Race/Ethnicity Codes (choose one):

Code	Name	Definition
01	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
02	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
03	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
04	Black (not Hispanic)	A person having origins in any of the Black racial groups of Africa.
05	White (not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
06	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

- Limited English Proficient (LEP) - check if the student fits criteria below:

An individual

- A. who is aged 3 through 21;
- B. who is enrolled or preparing to enroll in an elementary or secondary school;
- C. (i) Who was not born in the United States or whose native language is a language other than English;
- (ii) (I) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and
- (II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 111(b)(3);
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - (iii) the opportunity to participate fully in our society.

- Disability Codes (report all that apply):

Code		Code	
AU	Autism	HI	Hearing Impairment
CD	Cognitive Delay	LD	Learning Disability
CW	Child With Disabilities	OH	Other Health Impairment
DB	Deaf-Blindness	OI	Orthopedic Impairment
DD	Developmental Delay	SL	Speech/Language Impairment
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotional Disturbance	VI	Visual Impairment

- Setting of Service Code – **this code is not required for exiting data reporting.**
A "00" is entered in this field as the default setting for exiting data. The user may skip over this field or enter a setting of service code if it is known.
- Exiting Code – choose one (see exiting code definitions starting on page 3).
 - 01 Returned to regular education**
 - 02 Moved, known to be continuing**
 - 04 Dropped out**
 - 15 Reached maximum age**
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 - 32 Received a certificate of completion**